

# UNITED STATES DISTRICT COURT

US Probation Office  
EASTERN DISTRICT OF NORTH CAROLINA

## Vacancy Announcement # 06-09

### Probation Clerk

Location: Raleigh, NC

**Salary Grade/Range:** CL23 (starting \$28,857) / **Promotional Potential:** to CL24

**Opening Date:** 08/11/2006

**Closing Date:** 08/25/2006

#### Description of Vacancy

The U.S. Probation Office in Raleigh, NC, is seeking qualified applicants for the permanent, full-time position of Probation Clerk. This position provides secretarial/technical support for U.S. Probation Officers. Incumbent will work under the supervision of a Clerk-in-Charge.

#### Duties and Responsibilities

Incumbent will perform general phone reception and clerical duties, use a personal computer (i.e. Word Perfect/Word, Excel), answer routine correspondence, and review and prepare presentence reports, petitions, orders, and other court documents. Responsible for retrieving criminal record information from automated data bases and compiling related offender investigative material. Incumbent will prepare and input statistical data, perform filing as necessary, and perform other duties as assigned.

#### Qualification Requirements

1. High school diploma/GED is required; two-year degree preferred.
2. Two years of clerical experience and computer knowledge are required.
3. Must be responsible, tactful, and possess the ability to work harmoniously with others in a team-oriented work environment.
4. Must possess a thorough knowledge of spelling, punctuation, and grammatical usage. Initiative and a exceptional customer service attitude a must.
5. The ability to maintain confidentiality, meet and greet the public, answer phones, etc...
6. The ability to collect, analyze, compile and report statistical data.
7. Physical and mental capacity to work under pressure and meet multiple deadlines.
8. Applicant must be a US citizen or eligible to work in the US.

#### Salary and Benefits

Starting salary is \$28,857. Electronic Fund Transfer (EFT) for payroll deposit is required. Benefits include paid vacation, sick, and family leave; flexible benefits program; portable retirement plan with matching contributions; flexible work schedule; and a professional environment.

#### Application Procedures

A knowledge/skills/abilities assessment will be required of applicants considered for personal interviews. Applicants under final consideration will be subject to a background investigation to include a fingerprint/criminal record check and credit history information. Interview-related travel expenses must be paid by applicant. Interested applicants must submit a cover letter and a typed AO78 application form. The official AO78 application can be located via the Internet at: <http://www.ncep.uscourts.gov/employment.htm>

**Please submit the application package to: US Probation Office, Attn: Human Resources, 310 New Bern Ave., Rm. 434, Raleigh, NC 27601 postmarked by the closing date of 08/25/2006.** Resumes will not be accepted in lieu of the official application. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date (if a closing date is noted), any of which actions may occur without any prior written or other notice.

**- The U.S. District Court is an Equal Opportunity Employer -**

